

TAB

Travel Branch

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Travel Branch

1. The present T/O strength is as follows:

1 Chief, Travel Branch	- GS 9
1 Assistant	- GS 7
2 Clerks	- GS 5
4	

A T/O of four (4) is more than ample at times but as the flow of travel vouchers fluctuates to an extent that a cut to a T/O of three (3) would be unsound. A review of this situation should be made at a later date.

2. **DISCUSSION:**

a. Advance Travel Funds. A condition was found in the Travel Branch pertaining to "Advance Travel Funds" that was not healthy. Travel Advances dating back as far as 24 February 1954 were left open and uncollected. The amounts were substantial, varying from a low of \$2.00 to a high of \$635. Efforts were made to collect these long over due accounts but results were negative, however, this situation has been overcome. A new follow-up letter (See Tab "F12") was devised setting a definite time when full payment was expected or payroll deductions would be made in accordance with the provisions of Agency Notice No. 27-100-2, dated 7 December 1953. Without notice in writing, payroll deductions are made of outstanding travel advances not in excess of \$20.00. Positive action of this nature had never been taken heretofore. In addition to the above, a time limit is now set for full accounting of new travel advances based on duration of the trip as stated in orders.

b. Files. No permanent files are maintained by the Travel Branch except:

- (1) The Travel Branch maintains a folder for each traveler containing the SF 1038, "Application and Account for Advance of Funds". For control purposes on all open advances, a copy of the SF 1038 is filed on the left hand side of the folder until liquidated after which time the form is transferred to a position of chronological sequence in the folder. Once a month the unliquidated Travel Advances are balanced with a control account in the General Ledger, Accounting Branch.
- (2) Travel Branch also maintains what is termed "Carrier" files. This file relates to obligations due carriers and is broken down into four (4) sub-divisions (Air, Railroad, Pullman and Steamship).

SECRET

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- c. Unissued Transportation Requests (T/R's). The Travel Branch is custodian of all unissued T/R's and maintain a control of numbers assigned as T/R's are issued.
- d. Changes. There were a few routine changes made to streamline operations:
 - (1) The practice of having the Accounting Branch initial Travel Vouchers for "funds available" prior to payment has been eliminated. It was a meaningless operation.
 - (2) The entry of four (4) lines of duplicating information has been eliminated from each Travel Voucher processed.
 - (3) In the change over of voucher processing within the Fiscal Division, two copies of the travel voucher were eliminated.
 - (4) Like other branches of the Fiscal Division the keeping of a general set of Agency Regulations and Notices has been discontinued. Only those regulations pertinent to travel are filed in the office.
- e. Certifying Officer. The Chief, Travel Branch is the Certifying Officer for all payments made against travel vouchers.

3. CONCLUSIONS

The operations of the Travel Branch are carried out very efficiently. Under normal routine all vouchers are processed within a 24 hour period.

4. ACTION RECOMMENDED

None.

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